

Hotel Booking Confirmation Letter

Subject: Booking Confirmation for Your Stay at [Hotel Name]

Dear [Guest Name],

We are pleased to confirm your booking at [Hotel Name]. Your reservation details are as follows:

- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]
- Room Type: [Room Type]
- Number of Guests: [Number of Guests]
- Booking Reference: [Booking Reference Number]

Please present this confirmation upon arrival. Should you need to modify or cancel your booking, kindly contact us at [Hotel Contact Information].

We look forward to welcoming you.

Sincerely,

[Hotel Name]

[Contact Information]

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